

CONFIDENTIAL

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DD/M&S Conference Room

2 May 1973

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1. Present were:

[Redacted]

2. No Regular DDO Staff Meeting.

3. Other items of interest.

a. Revision of Certain Allowances. On 26 April State sent a 25 page Airgram (#A-3614) to all diplomatic posts reporting various changes in TL, Quarters, Post, and Per Diem for most but not all foreign areas. Sections 920 and 925 of the Standardized Regulations and a Per Diem Supplement will be printed in about four weeks. The Administrative Allowance Committee will now make appropriate adjustments in allowances for NOC personnel.

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b. Travel by Ship. On 30 April 1973 the Travel Policy Committee revised [Redacted] to be effective 1 May 1973. Book Cable Director 403316 reported the revision to all field posts. In short, the new policy will require virtually all PCS travellers to opt for air travel even though a cover organization might permit the traveller a choice.

c. Changes in Pseudonyms. Please be sure to notify the appropriate M&S CMO when you change the pseudonym of an M&S careerist.

- d. Support Career Service Promotions

To GS-14

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f. Assignment Policy. The Director of Personnel has issued OPM No. 20-17-24, which states that it is no longer necessary to obtain prior approval of the Office of Security on reassignment actions (Form 1152) affecting employees of the DDO and DD/M&S. [] will be modified to reflect this change.

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g. Official Passports. [] has asked that we review with you the rules on the use of Official Passports. From time to time the Central Processing Branch and CCS are requested to release the Official Passports of Agency employees and/or their dependents so that the passport may be used for personal reasons. The most recent case involved the desire of a wife to travel as a tourist with her husband who was on an official TDY trip. The Foreign Affairs Manual, Vol 8, states that Official Passports are issued to officers and employees of the United States Government proceeding or on assignment abroad in the discharge of their official duties and where appropriate, dependents of such persons may be issued Official Passports. In view of this statement and the fact that Official Passports are government property, it has never been appropriate to release Official Passports for personal needs.

h. CIARDS Ceiling. The House passed our Bill a week ahead of time, on 30 April and we understand the Bill is now on the President's desk for signature.

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TRAVEL

12. TRAVEL BY SHIP. Because travel by sea is more time consuming and generally more expensive than travel by air, it will be allowed only as provided below.

a. Travel by ship may be authorized under the conditions of subparagraphs (1), (2), or (3) below.

(1) When the Director of Medical Services has certified that the use of air transportation by the employee or by a dependent accompanying him would be hazardous or detrimental to the individual's health or well being.

(2) Travel by ship is consistent with the policy of the cover organization and payment can be made, without compromise of cover or security, from excess or near-excess foreign currencies (See attachment 2 for excess or near-excess currency countries.)

(3) The mission requires travel by sea. Prior authorization must be obtained from the Deputy Director concerned.

b. When travel by ship is permitted under the above conditions, an American ship shall be used to the maximum extent.

Use of a foreign ship will be limited by:

(1) Using an available American ship to the farthest interchange point from which a foreign ship provides service to complete the journey; or

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(2) Transferring from the foreign ship at the nearest interchange point from which an available American ship provides service to complete the journey.

c. An employee, regardless of cover, who fails to comply with the provisions of this paragraph will be held personally liable for expenses and excess travel time incurred in the use of a ship.

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MEMORANDUM FOR: Special Support Assistant to the Deputy
Director for Management and Services

SUBJECT : Official Passports

1. From time to time the Central Processing Branch and my Staff are requested to release the Official Passports of Agency employees and/or their dependents so that the passport may be used for personal reasons. The most recent case involved the desire of a wife to travel as a tourist with her husband who was on an official TDY trip.

2. The Foreign Affairs Manual, Vol 8, states that Official Passports are issued to officers and employees of the United States Government proceeding or on assignment abroad in the discharge of their official duties and where appropriate, dependents of such persons may be issued Official Passports. In view of this statement and the fact that Official Passports are government property, it has never been appropriate to release Official Passports for personal needs.

3. I would appreciate it if you would remind all Support Officers of this long-standing policy and ask them to circulate it throughout their components in order to avoid disappointments or hardships.

[Redacted Signature Box]

Chief, Central Cover Staff

cc: DDI
cc: DD/S&T

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